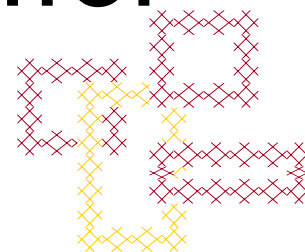


CHRO Newsletter



Educational Travel



Don't miss it!!

- Training Announcements

See the back page

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Story by US Employment/
Classification Section

Educational travel is a benefit that pays for a student's transportation between the employee's post and a college in the United States. The authority is for one round trip between the overseas post and the school in the U.S. within a 12-month period for full-time undergraduate students before age 23. Educational travel is also available for U.S. high school students in grades 9 - 12 before age 20.

The anniversary date for educational travel is established from the first leg of the first annual trip. After this anniversary date is established, it remains the same for subsequent trips. When an employee transfers from one foreign post to another without a break in service, the anniversary date remains the same.

Dependents may not travel on educational travel orders or be reimbursed for travel performed before the date they are eligible to travel. However, a 14-day period prior to the eligibility date may be allowed on an individual case-by-case basis.

Any portion of the round trip not taken in the 12-month period does not accrue to a subsequent period. When traveling from foreign post to school, the child must spend seven consecutive days outside the U.S. prior to departure on each educational travel trip, except where the child's transportation abroad within the seven days was not at Government expense.

When requesting educational travel, the employee must provide documentation from the school of attendance of the child's full time enrollment. Additionally, the employee must provide documentation from the school of attendance that it is accredited by one of the following: Department of Education of one of the United States, or one of the six regional Associations of Colleges and Schools.

Payment or reimbursement for educational travel may include actual expenses for transportation of the child (NOTE: reimbursement may never exceed the cost of travel between the post and the school in the U.S.), travel per diem within prescribed maximum rates when author-

ized by law, and transportation of unaccompanied baggage.

Upon graduation, the child must travel within three months from the date he/she finishes college or post-secondary education. Educational travel to an employee's post will not be authorized for the child when the employee is scheduled to transfer or take renewal agreement travel to the U.S. within 30 days of the student's scheduled departure for the post.

Important Note

If you are receiving a separate maintenance allowance for a child under age 18 who did not move to post with you (i.e., child did not PCS), you are not eligible for an educational travel allowance for this child. Additionally, if you are receiving a living quarters allowance and/or post allowance at a family rate that includes this child, you must remove him/her from your allowances while the child is in the U.S. for more than 30 days.

Travel questions may be directed to the U.S. Employment/Classification Section at 645-5438.

TIME-IN-GRADE VICE SPECIALIZED EXPERIENCE

Story by US Employment/Classification Section

We are often asked to explain the differences between Time-in-Grade (TIG) and Specialized Experience requirements. If you meet one, don't you meet the other? Often, the answer is, "No." Time-in-grade is the 52-week requirement Federal employees in competitive service General Schedule (GS) positions at GS-5 and above must serve before they are eligible for promotion to the next higher grade.

Generally, we fill positions with current GS employees who are in the same line of work (e.g., a GS-318-5 to a GS-318-6). In these instances, the issue is very clear-cut. If they meet TIG, then they meet specialized experience requirements and visa versa.

However, it is very important to remember that TIG is an entirely separate issue from specialized experience. An employee may meet TIG, but not have the necessary specialized experience needed for promotion. For example, a Human Resources Specialist, GS-0201-11, may meet TIG and specialized experience requirements for promotion to a GS-0201-12, but likely will not have

the specialized experience for promotion to a Facility Operations Specialist, GS-1640-12.

TIG restrictions are intended to prevent excessively rapid promotions in competitive GS positions and to protect competitive principles. TIG restrictions apply to advancement (promotion) to a GS position by any individual who held a GS position under nontemporary appointment within the previous 52 weeks.

Specialized experience is typically required for positions above the entry level where applicants must have demonstrated that they possess the ability to perform successfully the duties of a position after a normal orientation period. Specialized experience is typically in or related to the work of the position to be filled. The requirements are identified by the series of the position, and described in the appropriate section of the Qualification Standards Operating Manual (www.opm.gov).

In addition to specialized experience requirements, the following TIG restrictions must be met unless a

rare exception to the policy applies (5 CFR 300, Subpart F):

GS-12 and above – candidate must have completed a minimum of 52 weeks in positions no more than one grade level lower than the position to be filled.

GS-6 thru GS-11 - candidate must have completed a minimum of 52 weeks in positions no more than two grades lower when the position to be filled is in a line of work properly classified as 2-grade interval (i.e. 5/7/9/11); no more than one grade lower when the position to be filled is in a line of work properly classified as 1-grade interval (i.e. 5/6/7/8).

GS-5 and below – candidate may be advanced without time restriction to positions up to GS-5 if the position to be filled is no more than two grades above the lowest grade the employee held within the preceding 52 weeks. (For example, an individual can go from a GS-3 to a GS-5 but cannot go from a GS-2 to a GS-5).

Questions regarding time-in-grade and specialized experience may be directed to the U.S. Employment/Classification Section at 645-7547.

Worldwide Web Page Modifications

Story by Information Systems Specialist

Our web pages have been modified to provide you, our customers, with more up-to-date information. Please browse our site at <http://www.mcbbutler.usmc.mil>. Once at the site, personnel accessing via a government computer (.mil domain) should click on the "Intranet" link; all others should click on the "Internet" link. Our goal is to provide accurate and timely information. However, errors may occur; therefore, we ask that you let us know of errors by emailing us at chro@mcbbutler.usmc.mil.

Performance Management

APPRAISAL PERIOD 1 OCTOBER 2003 TO 30 SEPTEMBER 2004

REMINDERS REMINDERS REMINDERS

Story by U.S. Employee & Labor Relations/Benefits Section

SUPERVISORS:

- 1) Closeout ratings provided by departing supervisors during the months of Jul, Aug, Sep 2004 will be the employee's rating of record.
- 2) New supervisors may use the closeout rendered by supervisors who departed the command in June 2004 as rating of record, or provide a new rating of record, if the employee has been under their supervision for at least 90 days.
- 3) AWARDS are only to be discussed with employees after they have been approved. Non-receipt of awards is not grievable.



FEGLI Open Season 1-30 September 2004

OPM Announces First Open Season for FEGLI in Five Years *Story by U.S. Employee & Labor Relations/Benefits Section*

To celebrate this year's 50th anniversary of the Federal Employees Group Life Insurance (FEGLI) Program, the Office of Personnel Management (OPM) has announced a FEGLI Open Season will be held from 1 through 30 September 2004. This is the first FEGLI Open Season since

1999. During the open season, eligible employees will be able to enroll in the FEGLI program or increase or change current coverage without having a physical or answering any questions about their health.

Who is eligible to participate in the FEGLI Open Season?

Most Federal employees, including part-time employees, are eligible to participate in the FEGLI Program, including this Open Season. There are some exclusions, though, by law and regulation. To see them all, we suggest you review the FEGLI Handbook on the Office of Personnel Management (OPM) website at www.opm.gov/insure/life/handbook/eligibl2.htm.

Can employees in non-pay status participate in the Open Season?

Yes. However, any cover-

age they elect during the Open Season will not become effective until they are back in pay and duty status. This includes employees currently in a nonpay status to perform active military duty.

What kind of elections may employees make during the Open Season?

Eligible employees who are not currently enrolled in the FEGLI Program can elect Basic and any or all of the optional coverages. Employees who are already enrolled in the FEGLI Program can increase their coverage, up to the maximum available, or change their coverage. Remember, though, you must enroll in Basic in order to elect any optional cover-

ages. For more information on Basic and Optional coverages, including cost, please see "An Overview of the FEGLI Program" on our FEGLI web page. You may also use the handy FEGLI Calculator on the OPM website for assistance in computing the cost.

How do employees make their FEGLI Open Season elections?

Appropriated fund civilian employees will make their Open Season elections via the web-based Employee Benefits Information System (EBIS) automated phone system. Hard copy enrollment forms will not be accepted. If you aren't yet familiar with how to access EBIS, please call the Employee Relations

Section at 645-7548 for assistance.

When will Open Season elections become effective?

Elections made during the Open Season will be effective on the first day of the first pay period that:

- ◆ begins on or after 1 September 2005 (which is 4 September 2005 for most employees), and
- ◆ follows a pay period during which the employee meets the pay and duty status requirements described below.

More information available on www.opm.gov website.

INCENTIVE AWARDS

Story by U.S. Employee & Labor Relations/Benefits Section

(References: CFR Title 5, DoD CPM Chapter 400.451, DON 451, MCB 12000.1A, MCO 12451.2)

The performance appraisal can affect employees in a number of ways – both positive and negative. The supervisor is responsible for taking appropriate action based on the employee's rating. The Incentive Awards program allows for recognition and encouragement of outstanding performance. It also helps to build and maintain a highly motivated

and productive organization. Effective use of awards requires consideration of the nature of the contribution and the needs and interests of the employees. The granting of awards should be considered judiciously by supervisors, especially in the area of performance awards, in order to avoid giving the impression that it is an employee entitlement. Awards should only be granted where fully deserved, to those who meet the criteria, and with full explanation as to the accomplishments being recognized. By doing so, confidence in the value and integrity of awards granted in the or-

ganization will be maintained.

SUPERVISORY RESPONSIBILITIES

Supervisors' responsibilities include (1) promptly recognizing and rewarding superior performance, achievements, special acts and/or suggestions; (2) the use of honorary and monetary recognition when warranted; (3) endorsing and supporting the Incentive Awards Program. Supervisors must not discuss awards with employees until after they are approved. Non-receipt of an award is non-grievable.

TYPES OF AWARDS: MONETARY



On-the-spot (OTS) cash award is a small Special Act or Service Award which may be given by a supervisor for day-to-day accomplishments or for an unusual one-time achievement of subordinate employees. The OTS Award provides for cash payments of \$25.00 to \$250.00

Special Act or Service Award is used to recognize short-term accomplishments, meritorious personnel efforts, acts, service, scientific or other achievements accomplished within or outside the assigned job responsibilities. The act, service or achievement must result in either tangible or intangible benefits to the government. This award is also appropriate to recognize performance that has exceeded job requirements as a one-time occurrence.

Performance Award is a monetary award that may be given to employees who have exceeded the minimum requirements for a successful level performance appraisal. The appraisal serves as justification for a performance award, which should be granted within 30 days following the approval of the appraisal. This award is given in recognition of high-level performance for a specific rating period. Monetary performance awards are computed and dependent upon local policies and budget procedures. The supervisor must work with the Employee Relations Section of CHRO when submitting a nomination for a cash award.

Quality Step Increase Award (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees. A QSI is given to employees who have performed all job elements in an exceptional manner for at least 12 months and who are expected to continue at the same or higher level to justify the continuing cost of the QSI in the future years. An employee may not receive more than one QSI in a 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition. The QSI will not change the effective date of the employee's normal within-grade pay increase except when the receipt of a QSI places the employee in the 4th or 7th step of a grade, then the waiting period for a regular within-grade pay increase is extended by 52 weeks. Wage grade employees are not eligible for QSI's.

TYPES OF AWARDS: NON-MONETARY

Time Off Award (TOA) may be granted to employees up to 80 hours during a leave year without charge to leave or loss of pay, as an award for achievements or performance contributing to the mission. The TOA may be used alone or in combination with monetary or non-monetary awards. All appropriated fund civilian employees are eligible for consideration. The extent of the employee's contribution will be considered when determining the amount of time off that is approved. The TOA may be granted in amounts up to 40 hours for a single contribution and up to 80 hours in a one-year period. The award must be scheduled and used within 1 year of the approval date.

Call the USER Section at 645-7548 for any questions regarding awards and performance management issues.



Frequently Asked Questions (FAQs)

Q: Who can nominate an employee for a Performance Award?

The rating supervisor is responsible for submitting award nominations through the approving official for concurrence. Performance Awards are up to the supervisors' discretion and are not mandatory.

Q: What is the difference between a Performance Award and a Special Act or Service Award?

A Performance Award is suitable to recognize high-level performance for a specific rating period. A Special Act or Service Award is suitable to recognize a short-term accomplishment and when-

ever benefits are identified.

Q: When should I recommend an employee for a Performance Award and when is a Quality Step Increase (QSI) appropriate?

At the conclusion of the annual performance rating, since this award must be based on the employee's annual performance appraisal.

Consider the Performance Award when the employee has performed one or more major job elements in a superior manner. The QSI is appropriate for a General Schedule employee who performed all job elements in an exceptional manner for at least 12 months and is expected to continue at the same or higher level.

Frequently Asked Questions

Q: When is it inappropriate to award a QSI?

A QSI is not appropriate when the employee is near retirement; when the employee is transferring outside the agency; when the employee dictates or asks for a QSI; or when the employee has received a monetary award or time-off award that was based in whole or part on the service of period currently being recognized.

Q: When is a Special Act or Service Award inappropriate?

A Special Act or Service Award is not to be used to compensate employees for things like pay caps, high cost of living, or as a retirement or transfer gift.

Q: What is a Special Act Group Award?

A Special Act Group Award is the same as a Special Act or Service Award except that it recognizes a group of employees whose achievement was the result of a group effort.

Q: What is the difference between a Special Act and an On-The-Spot Award?

Special Act awards are normally limited to a percentage of the tangible or intangible benefits derived from

the employee's contribution, where the On-The-Spot Award is limited to a range of \$25.00 - \$250.00.

Q: Can Time Off awards be exchanged for cash?

OPM regulations prohibit conversion of Time Off Awards to cash under any circumstances.

Q: Does a Time Off Award impact on use or lose leave?

If an employee is in a use or lose status and their workload is such that a Time Off Award would create additional workload or scheduling problems, it would not be wise to issue a Time Off Award. In situations like this it may be more appropriate to consider a Special Act or

On-The-Spot Award. Time Off Awards must be scheduled and used within one year of the approval date.

Q: How are Performance Awards and QSIs Funded?

Every organization is provided a limited budget annually for the cost of performance awards. Normally the figure used is a percentage of the total salary cost and number of full time GS employees for the organization.

NOTE: CHRO does not have a special budget for QSIs. Employee QSI's are taken from the organization's annual operational budget.



MLC/IHA Labor Relations

Story by JN Employee/Labor Relations Unit



Every effort must be made to resolve MLC/IHA labor relations issues through proper communication before MLC/IHA employees file an official grievance in accordance with

MLC/IHA regulations. However, if the MLC/IHA official grievance is filed, there are several steps in processing the action.

Activity Level: An MLC/IHA employee presents a grievance to his/her immediate supervisor. In order to avoid any possible misunderstanding, it is recommended that the grievance be in writing to include his/her desired remedial action. The supervisor needs to look

into the matter, make a decision, and reply to him/her within 6 calendar days for MLCs and 10 calendar days for IHAs after he/she first presented the grievance. If the employee believes there are valid reasons why an initial presentation of his/her grievance to his/her immediate supervisor would be prejudicial to his/her interests, the employee may by-pass the immediate supervisor and submit the grievance to the second-level supervisor.

CHRO Level: When the employee is dissatisfied with the decision made at the activity level, the MLC employee may submit the grievance to the Contracting Officer's Representative (COR) or the IHA employee may submit the grievance to the Authorized Representative (AR) in CHRO. COR/AR will conduct an investigation.

Service Component Level: When

the employee is still dissatisfied with the decision at the CHRO level, his/her grievance will be forwarded to the COR for appeals for MLCs or to the Chief of Staff, MCB Camp Smedley D. Butler for IHAs. A grievance committee will investigate the matter.

USFJ Level: When the employee is still dissatisfied with the decision from the Service Component level, his/her grievance will be forwarded to the Contracting Officer (CO) for MLCs or to the Joint Grievance Review Committee for IHAs. This decision is final.

Please contact Ms. Uehara (645-3364) with the JN Employee/Labor Relations Unit if you have questions on MLC/IHA grievance procedures.

*** GLOSSARY ***

IAA (The Incorporated Administrative Agency)
LMO (Labor Management Organization)
GOJ (Government of Japan)
MLC (Master Labor Contract)
IHA (Indirect Hire Agreement)

Language Allowance Degree

Story by JN Classification Unit

Language allowances are paid to employees based upon English proficiency requirements of the position as authorized by the MLC/IHA job definition (JD) manual, and the proficiency of the incumbent as determined by examination. The degree designators are:

- ◆ Degree 0: Language Allowance not authorized
- ◆ Degree 1: Elementary proficiency requirement
- ◆ Degree 2: Average proficiency requirement
- ◆ Degree 3: Fluent proficiency requirement
- ◆ Degree 4: Exceptional proficiency requirement

requirement

The following questions are frequently asked regarding the language allowance degree (LAD):

Q1: I've scored high at the English examination that should warrant the Language Allowance Degree (LAD) 4. But, I am only compensated for LAD 3. Why?

A1: LAD assigned to a JD represents the maximum LAD that may be authorized to a position. If the LAD requirement for the position is 4, then you should receive the allowance for LAD 4. If the requirement for the position is 3, then the allowance for LAD 3 is compensated.

Q2: The LAD requirement for my posi-

tion is 3, but I am receiving the allowance for LAD 1. Why am I not receiving the allowance for LAD 3 level?

A2: Please check the result of the English examination you took. If your qualifying scores are LAD 3 or higher, you should get paid at the LAD 3 level. If your scores are not LAD 3, you should get paid the amount that coincides with the maximum score that you have achieved.

Any questions regarding LAD for MLC/IHA positions should be directed to Ms. Ransen/Ms. Ago (645-5407) with the JN Classification Unit. Information on LAD examinations may be acquired from the Training section at DSN 645-7689.

JOBS

Story by JN Employment Unit

Job vacancy announcements for MLC/IHA employees are posted on the MCB Butler web site (<http://www.mcbbutler.usmc.mil/chro>). (JN Employment → Link to Job Announcements) Applicants must already be employed as MLC/IHA employees in order to apply for positions listed on the vacancy announcements. In other words, our job announcement page is for transfers, and not for new hires.

Those interested in applying for positions listed on our announcements are required to submit a Personal History Statement (USFJ Form 196aEJ) together with copies of licenses and certificates related to the job. It is recommended that applicants attach a personal resume when applying for a technical or specialized position.

For external recruitments (hiring of non-MLC or non-IHA employees), the Incorporated Administrative Agency, Labor Management Organization (IAA/LMO) is responsible for providing candidates to be considered for the job. IAA/LMO will select individuals that meet the qualification requirements of the position from a register, and refer candidates for interview.

Please feel free to contact Mr. Kudaka/Ms. Irapu/Ms. Tokujo with the JN Employment Unit at 645-3370 for any questions or concerns.



CCCT

Story by EEO, Workforce Development & Diversity Section

The Commandant of the Marine Corps at Headquarters, U.S. Marine Corps established the Consolidated Civilian Career Training program to manage funding of developmental billets, and related administrative details of the program. All developmental billets in this program belong to HQMC and are chargeable to the CCCT Center for up to 2 years while the incumbent is in training. Developmental billets allocated by the Center are carried as non-chargeable by the commands. The CCCT Center distributes funds to commands employing trainees for salaries, and for formal training costs when funds are available. At the end of the two-year training cycle, CCCT interns leave HQMC roles and must be integrated into the local command's regular work force. Not all civilian positions are appropriate for this program. The trainee must be in a series and grade where there is an instructor/student relationship, and where management can identify a billet in which a vacancy will occur at the target series and grade level. The intent is to increase efficiency and economy, and to develop and retain a diversified work force of skilled employees. Further, the CCCT program provides an excellent means to integrate high potential employees, including women, minorities, and individuals with disabilities into career fields where they can progress up the career ladder of success.



CCCT Frequently Asked Questions (FAQs)

Q1: What is CCCT?

CCCT is Consolidated Civilian Career Training, which serves as an affirmative employment tool to provide diversity throughout the workforce. Commands may utilize the CCCT program to provide career ladder opportunities for minorities, and people with disabilities. This program supports affirmative employment program goals and objectives to increase representation of women, minorities, and individuals with disabilities.

Q2: How does CCCT work?

CCCT is a temporary position funded by HQ USMC for the period of 24 months at the GS-05/07 level. If a full time appropriated fund position at entry level of GS-09 within MCB Butler is identified as hard to fill, or when the absence of a represented group exists within the specific career field, CCCT may be utilized to allow career ladder as a target grade from GS-05/07 to GS-09. Normally, recruitment at the GS-05/07 level is considered to be an entry point. The trainee typically serves 12 months as a GS-05 and is non-competitively promoted

to GS-07. Another noncompetitive promotion to GS-09 can occur 12 months later. This means the activity and command do not have to fund the labor cost of their employees in the developmental position for the first two years, if the basic rate of pay is not adjusted beyond step nine of grades GS-05 or GS-07. Labor costs exceeding the step nine rates of either grade will be afforded by the activity.

Q3: Can CCCT be utilized for any position?

Not all positions are appropriate for this program. Positions identified for this program should have qualifications that can be obtained through training under supervision, guidance, and developmental training within 24 months. Most positions of a professional series may not be appropriate for this program due to the requirement to gain extensive experience and educational background. In many cases qualification and experience for professional series can not be obtained within 2 years. The full performance level (or the graduate level) of the position identified for this program should be at least GS-09 (or at the equivalent wage grade

level). The position must be a full-time vacant Appropriated Fund position under MCB Butler with an existing authorized permanent line number assigned to MCB Butler's Table of Organizations. The position should be an existing position, and not one that is established for the sole purpose of utilizing the CCCT space and funding.

Q4: How can I utilize a CCCT space for a position that meets the above criteria?

To request a CCCT space be funded by HQ USMC (under this 2 year program) the activity must submit a "request" through the head of their organization. Requests must include the following: identification of the position's title, pay plan, series, grade, position number, and Table of Organization (T/O) line number; a copy of the position description; and copy of an agreement that the command authorized full time billet at the GS-09 level will be vacant when the trainee progresses to the GS-09 level of the position, or an additional identical position (or same position) will be va-

cant at least 90 days prior to the trainee's completion of the training required for promotion to the GS-09 level. A training plan that identifies the training requirements to progress from GS grades 05 to 07 and 09 levels must also be included with the initial request. The request documents must be forwarded to MCB Butler, CHRO, Chief of Workforce Development and Diversity section. All requests will be coordinated with HQ USMC to request funding and approval. Because MCB Butler is limited to 5 CCCT spaces from HQ, not all requests will be fulfilled.

Q5: What happens to the CCCT space after the incumbent develops in to the GS-09 position?

After the trainee develops into the full time permanent billet, HQ USMC will terminate the funding as the CCCT space becomes vacant. Vacant CCCT space is normally announced upon approval of HQ USMC funding at the beginning of each fiscal year to allow other activities under MCB Butler the opportunity to utilize the CCCT space.

CCCT information can be found in MCO 12410.21B, and BO 12410.29.



For more information please contact MCB Camp S.D. Butler, Workforce Development & Diversity / EEO Office (CCCT program manager) at 645-7689.

<http://www.mcbbutler.usmc.mil/chro/training/default.asp>

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**
EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**
JN Classification: **645-5407**
JN Employee/Labor Relations:
645-3364/3921



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TRAINING COURSES

COMING UP



SEPTEMBER:

- ♦ Effective Writing For Supervisors and Administrative Personnel—**27 Aug, 3 & 10 Sep**
This is a three day course
- ♦ English Language Allowance Degree (LAD) Test — **8 Sep**
- ♦ JN Supervisory Management— **21-22 Sep**
- ♦ Communication Skills for JN Supervisors— **23-24 Sep**
- ♦ Improve Work Communication for JN Non-Supervisory Employees— **27-28 Sep**
- ♦ Enhance Work Skills and Work Ethics for JN Non-Supervisory Employee— **29-30 Sep**



Call 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil (MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web:

<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

